



CENTRAL BUSINESS ARCHITECTURE DISTRICT Permit Application

Permit is not valid until the Determination is recorded at the Hampshire County Registry of Deeds. This is the applicant's responsibility once the Determination has been issued.

I. General Information

Applicant _____

Address _____

Telephone _____ Fax _____

Property Owner _____
(if different from above)

Address _____ Telephone _____

Building Address/ Location _____

Assessor/Zoning Map # _____ Parcel # _____

Deed/Property recorded in Hampshire County Registry of Deeds: Book _____ Page _____

II. Purpose

Except for exempted activities described in Section 27-5 of the City Ordinance Chapter 27, no building or structure within the Central Business Architecture District shall be constructed, demolished or altered in any way without a **Central Business Architecture Permit** from the Central Business Architecture Committee.

Applicants proposing NON-EXEMPTED ACTIVITIES must supply the required submission materials and proceed to a Public Hearing.

III. Project Description

() New Construction

() Demolition / Removal

() Addition

() Other

() Alteration

Describe nature of project:

For office use received:

IV. Permit Process

Once this form is completed, the Applicant shall file it, and the required submission materials, with the Office of Planning and Development. A completed application will consist of ten (10) **collated** copies of all information, **including the Zoning Permit Application** – “Z Form”, the signed, dated, **Denial** from the Building Commissioner and any additional information the applicant wishes to submit, attached to **each** copy of the application. The public notification and permit issuance time line requirements contained in M.G.L. Chapter 40A for Special Permits shall be activated at that time.

The Central Business Architectural Board meets the 2nd and 4th Thursdays of every month. To facilitate the process, if your project also needs to be presented before the Planning Board or Zoning Board, a joint meeting can be scheduled for the same night, if the applicant so requests in writing. If a joint meeting is scheduled, separate applications are required for each permit. **Do not combine applications.** The deadline for application submittal is three (3) weeks prior to the meeting date.

V. Required Submission Materials

" Photographs of Existing Conditions

Photos shall depict building in streetscape context and specific details of affected building components. Photos should include buildings to be demolished and/or vacant areas to be developed.

" Scaled Plans of Proposed Activity

Plans shall depict proposed alterations, renovations or new construction sufficient to show all aspects considered in this review.

" Other Visual Representations Available

Renderings, photographic or computer simulations depicting detail and area context sufficient to show all aspects considered in this review.

" Description of Materials

A full description of existing materials to be altered and of materials to be used.

" Detailed Description of any Financial Hardship

VI. Review Criteria

The Central Business Architecture Committee will utilize the “Design Guidelines Manual Downtown Northampton Central Business District” (April 8, 1999) to aid in the implementation of this Ordinance (adopted October 7, 1999 by the City Council). The Manual

is available for purchase at the Office of Planning & Development or is available for viewing at Forbes and Lilly Libraries.

Projects will be evaluated based on the following design attributes as described in the manual:

1.	Building Setbacks	page	13
2.	Building Height and Width	page	15
3.	Renovations to Anomaly Buildings	page	17
4.	Buildings on Corner Lots	page	19
5.	Roofs	page	21
6.	Building Articulation	page	23
7.	First Floor Facades	page	24
8.	Upper Floor Window Arrangements for Theme Buildings	page	26
9.	Upper Floor Window Design for Theme Buildings	page	29
10.	Façade Materials	page	32
11.	Cornices on Theme Buildings	page	34
12.	Façade Detailing	page	36
13.	Mechanical Equipment	page	38
14.	Drive-Through Commercial Services	page	39
15.	Signs Located Above the First Floor	page	40

ON A SEPARATE PAGE, please address how the proposed project meets or does not meet the design guidelines listed above. Permit issuance depends on the extent to which the guidelines are met.

VII. Appeals

Any issuance or denial of a permit by the Committee may be appealed to the Northampton Planning Board, by an applicant or other aggrieved party, provided such appeal has been filed within 21 days of the filing of said decision with the City Clerk. The Planning Board shall limit its consideration of such an appeal to considering errors of the Committee and shall need a two-thirds vote of its members to overturn the action of the Committee.

VIII. Next Step

The Building Commissioner has determined that the:

- " Project is not exempt under Section 27-5. A public hearing will be scheduled to consider the request. Questions can be addressed by calling 587-1266.

Applicant Signature

Date _____

Once the Determination is issued, the Planning & Development office will file it with the City Clerk's office which will start the required twenty-one (21) day appeal period. Once the appeal period passes, (without an appeal being filed) the **applicant must pick up a Certified copy of the Determination from the City Clerk's office and record it at the Registry of Deeds. Permit is not valid until the Determination is recorded at the Registry of Deeds.**